

BOARD OF VOCATIONAL REHABILITATION
September 12-13, 2013
Ramada Inn, Mitchell, South Dakota

Members present: Craig Eschenbaum, Eric Weiss, Melissa Flor, Lyle Cook, Elaine Roberts, Darla McGuire, Joe Rehurek, Leo Hallan, Brett Glirbas, Colleen Moran, Chad Maxon, and Patty Kuglitsch. **Members Absent:** Robert Kean and Carol Kirchgesler. **Others present:** Bernie Grimme, Rich Eschenbaum, Kathy Auch, Brenda Martin, Luke Nagel and Colette Wagoner. Interpreters: Julie Paluch and Kasey Entwisle.

OPENING ACTIONS: Welcome & Introductions: Elaine Roberts, Chairperson called the meeting to order at 1:15 pm and welcomed new members to their first meeting. She asked for introductions, asking for members to identify where they are from, where they work, their role/who they represent on the Board. Approval of Meeting Agenda: Elaine asked for approval of the meeting agenda. **MOTION MADE (M) TO APPROVE THE AGENDA, SECONDED (S), AND CARRIED (C).** Approval of Meeting Minutes: Elaine explained there were several sets of minutes since there wasn't a quorum at the June meeting.

- ✓ **MOTION TO APPROVE THE MARCH 25/26, 2013 MEETING MINUTES, MSC.**
- ✓ **MOTION TO APPROVE EXECUTIVE COMMITTEE MAY 17TH MINUTES, MSC.**
- ✓ **MOTION TO APPROVE THE JUNE 6/7 MEETING MINUTES, MSC.**
- ✓ **MOTION TO APPROVE THE EXECUTIVE COMMITTEE AUGUST 20TH MEETING MINUTES, MS.** Elaine explained these minutes reflect a recommendation of the Executive Committee to award financial support to the Eagle Butte September Catch the Wave Event. **MC.**

TIME FOR PUBLIC COMMENT: There wasn't anyone wanting to make public comment at this time.

ANNOUNCEMENTS: Congratulations were extended to Lyle Cook for his award for Distinguished Service at the Governor's Awards Ceremony, held earlier this week. Staff brought "Save the Date" flyers for the Eagle Butte National Disability Employment Awareness Month (NDEAM) event planned for October 2nd. Programs from the Governor's Awards Ceremony were also made available to those interested. Comments were made about the ceremony including: the Governor did a great job; recipients were outstanding, employers

and employees receiving the awards were impressive. Elaine shared that SD Parent Connection has been working on a new product for students in transition "MYFILE", which is a transition recordkeeping file. Rehabilitation Services has purchased some for the district offices. "MYFILE" contains seventeen files for specific areas i.e., tax returns, social security, community, health care. SD Parent Connection is providing support to youth and their families on how to use the "MYFILE". This was a joint venture with PLANS 360, Independent Living Choices, and Department of Health. The Dare to Dream Conference was announced, it will be held June 8-10, 2014 in Aberdeen. There is a call for presenters, and more information can be found on SD Parent Connection's website. The Youth Leadership Forum will be held June 1st – 5th, 2014.

MEETING PROTOCOL – HOW TO SUPPORT ONE ANOTHER/HOW TO BE A BETTER MEETING PARTICIPANT. Elaine referred to the meeting protocol - reminding members of the noted items. Next, she explained an activity - she invited each person to visit with someone they don't know very well, have a conversation and listen for characteristics. Later, each person introduced their partners and shared comments about what they learned from them. The second part of the activity was a short discussion regarding what people might need in the meeting to be a better participant. Some items noted: blocks to raise the table, interpreters, voting by voice and hand, provide more time to speak, if someone doesn't understand/please ask, when talking/slow down.

DIVISION DIRECTOR'S REPORT: Elaine welcomed Eric Weiss to the meeting in his new role as Director of Rehabilitation Services. Director's Comments: Eric shared comments about himself and history of working with the Department of Human Services. He noted changes within the Department of Human Services (DHS). Laurie Gill accepted the position as Commissioner of the Bureau of Human Resources; Gloria Pearson will become the Department Secretary November 4th. Gloria is currently the Director of Ability Building Services in Yankton. Meanwhile, Ted Williams, director of the Developmental Center in Redfield, will serve as Interim Secretary. DHS Strategic Plan Rollout Meetings & Strategic Plan: Eric referenced the Department's strategic plan, the mission statement, four goal statements and the supporting objectives, all which can be viewed at: [http://dhs.sd.gov/DHS%20Strategic%20Plan%20\(FINAL\).pdf](http://dhs.sd.gov/DHS%20Strategic%20Plan%20(FINAL).pdf). The Department convened "rollout" meetings in four areas across the state (Sioux Falls, Rapid City, Redfield and Pierre), which had over 300 attendees. Elaine shared that the Board provided input and recommendations to the Department on the strategic

plan. VR Office Update: Eric shared that the Rapid City district office will be moving to 2330 North Maple, Suite 2. A ribbon cutting ceremony will be held on October 8th at 11:00 am. Rehabilitation Services will be co-located with Department of Labor and Regulation (DOLR). The Disability Determination Services office in Sioux Falls is also moving, but no date has been set yet.

"Employment Works" Governor's Task Force Update: The Governor announced the creation of this task force on July 10th and announced the membership on July 29th. The Governor was working with the National Governor's Association (NGA) to hold forums that focus on the benefits of hiring people with disabilities. Governor Dugaard's goal is to make South Dakota an "employment first state", meaning government will commit itself to making employment the first priority and preferred outcome for citizens with disabilities. The task force met August 5th and 27th and the third meeting is September 16th. A fourth meeting has been scheduled in October, if needed. Elaine held up a resource "A Better Bottom Line: Employing People with Disabilities" and noted it as an excellent

resource: <http://www.nga.org/files/live/sites/NGA/files/pdf/CI1213BETTERBOTTOMLINE.PDF>. Other information about the task force can be found at: <http://dhs.sd.gov/EWTF/Employment%20Works%20Task%20Force.aspx>.

Events: A packet of information was sent to members the end of August, which contained several items i.e., "Catch the Wave" flyers, Indicator's Training, and Fall Conference information. Bernie reminded members about registering for the upcoming RehabACTion/Transition Conference. Members were reminded that if they are interested in attending these types of events, they can have their expenses paid. Bernie included that an evening event will be held during the Fall Conference "Dueling Duo" and will be open to the public. It is being advertised through the Pierre Area Chamber of Commerce as well. A cover fee will be charged at the door, and the proceeds will be donated to South Dakota programs that work with veterans with disabilities. Lyle spoke about the dates of the Mobridge Transition Forum (September 23) and the Eagle Butte Catch the Wave event (September 24), he mentioned talking to an individual from Timber Lake about these events, scheduled only one day apart, people will have to make a choice of which one to attend. Planners need to note this for future planning.

PROMISE GRANT UPDATE: Bernie Grimme provided this update. A handout was provided "A Western Consortium Application Promoting Readiness of Minors in Supplemental Security Income (PROMISE)". This is a federal initiative

that will design and implement interventions for youth ages 14 to 16 who receive SSI and their families. Overall goal is to identify interventions to impact youth's education and employment, and the families overall household income, which will reduce a household's dependence upon public benefits. This is a study, and participants will be assigned to either a control group or a treatment group. Individuals in the treatment group will receive: case management, paid work experiences prior to leaving high school, benefits planning and financial capability and parent information and training. Six states applying for the PROMISE Grant include Arizona, Colorado, Montana, North Dakota, South Dakota and Utah. These six have formed a consortium in order to achieve the US Department of Education's minimum required sample size of 2,000 enrollees. The Utah Office of Rehabilitation is submitting the grant application as the lead agency. A number of agencies were asked for letters of commitment/support from each state i.e., Governor, Special Education, Vocational Rehabilitation, Medicaid, Temporary Assistance for Needy Families.

STATE PLAN SUBMISSION: Bernie spoke to the State Plan being two parts, a pre-print document and related attachments, which is a federally mandated document required by the Rehabilitation Services Administration (RSA). The entire document is completed every three years, and a number of attachments are required to be updated annually. The federal timeline for this is 1 October through September 30th. The entire document can be viewed on line at: http://dhs.sd.gov/drs/plan/2014_Draft/state_plan_meeting_times_and_intro.htm. Bernie highlighted the attachments by number, title and what contents are required within each one. Seven attachments were required to be updated this year, and eight were submitted with the State Plan FFY 2008. He spoke to the State Plan development which includes gathering Board member input, hosting public forums to gather comment, as well as having it available on the Division's website for public comment. The Board's Consumer Services Committee assists with developing and finalizing the required attachments. The State Plan document was submitted to RSA prior to the end of June, and the Division is now waiting for approval.

VOCATIONAL REHABILITATION (VR) & PROVIDER RELATIONSHIPS:

Brenda Martin, Mitchell district office vocational rehabilitation counselor, and Darla McGuire, LifeQuest, provided this presentation. Brenda spoke about the role of VR, in assisting individuals with disabilities to obtain/maintain employment. VR receives referrals from different providers and school districts. Providers may include Pathways, LifeQuest, court services, drug and alcohol

treatment centers, mental health centers, independent living centers and the Department of Labor and Regulation. She spoke about working with individuals in mobile work crews, enclave placements and other settings. She also works with transition age youth with the Project Skills program (students obtain paid work experiences) and attends student IEP meetings. She spoke of consumer choice throughout the VR experience. This could involve the VR counselor, job coaches, job placement specialists, independent living center staff and others all dependent upon the person's plan for employment. This could also include the need for post-employment services, which could be initiated by the consumer or their employer.

Darla talked about Career Connections/LifeQuest, having two employment specialists working with VR referrals, and 5 other job specialists working with consumers served by LifeQuest. Once a consumer determines what they want to do, a referral can be made to VR. It is helpful to determine who is involved with the consumer i.e., service coordinator, residential services coordinator to best serve the individual. An interest survey can be conducted with the individual to help identify areas of employment related interest. An employment record is started with the individual for reporting wages to Social Security. Job coaching is provided primarily upfront with the consumer and the employer, and post-employment services can be added later, if needed. A question was asked if either of them had worked with anyone in the area of self-employment, and the response was yes. Brenda mentioned there isn't a Small Business Administration office here, but Darla has worked with individuals with developing the business plans.

Luke Nagel was present to share his story. He works at Wal-Mart 20-25 hours a week. He indicated that he doesn't want to work full time now because he doesn't want to lose benefits again. He stated he receives Home and Community Based Services through LifeQuest, and lives in an income based apartment. Luke talked about working with Brenda and Darla at different times for a number of years. Luke was asked about transportation and how he gets to work, and he responded that he rides his bike or rides the bus.

The Chairperson thanked all three for sharing information with members.

STATEWIDE NEEDS ASSESSMENT: Bernie provided a handout - "Comprehensive Statewide Needs Assessment" - to members. He explained that the Division is required to conduct this assessment every three years, and the

last one was completed in 2011. The Divisions of Rehabilitation Services and Service to the Blind and Visually Impaired have contracted with Robert Jahner to conduct the study, and he was involved in the last study also. The handout had a timeline laid out highlighting when items needed to be accomplished with the end result of finalizing the study by May 2014. The next steps in the process include hosting a conference call with Robert Jahner and identifying data/surveys to be included with the data analysis. The handout listed the data sources for data collection for the 2011 assessment. Bernie asked if anyone has other ideas for data elements to consider with this assessment to please let him know. Comments were made about gathering additional information from employers i.e., accommodation requests, survey State Human Resource Managers (SHRM), obtain feedback from attendees at the state SHRM conference, Project SEARCH site, employers involved with the Disability Employment Initiative (DEI). Colleen noted the statewide SHRM conference coming in April 2014 as a possible avenue. Bernie noted interviews conducted with different entities/persons such as SD Workforce Programs, DakotaLink, and Sioux Falls Multicultural Center to gather information for the assessment.

REVIEW OF NATIONAL STATE REHABILITATION COUNCIL (SRC)

FORUM: Elaine reported that she attended the two-day State Rehabilitation Council Forum in Virginia in June as well as Marilyn Steffen from the Board of Service to the Blind and Visually Impaired. She noted that this was the first meeting of the State Rehabilitation Council Chairpersons, which is the Board of Vocational Rehabilitation and Board of Service to the Blind and Visually Impaired in South Dakota. The title of the forum was "Strengthen Working Relationships – Increase the effectiveness of the SRC – VR partnership". An area she noted that the board should focus on is obtaining a broader representation of employers to serve as members which falls under the category of business, industry and labor. She highlighted other areas covered: improved understanding of the legal responsibilities of the SRC; greater awareness of technical assistance and training resources; enhanced familiarity with fiscal principles of the VR program; and increased knowledge of the VR program, particularly state plan development. Elaine received a stipend from the Rehabilitation Services Administration to attend, and she shared her appreciation for the opportunity to attend. She noted that the planners of the event need to reconsider the accommodations i.e., small meeting rooms, difficulty in getting around, very long days. She noted there is a lot of information available on the website, one example is:

<http://www2.ed.gov/programs/rsabvrs/src-forum-2013.html>

EAGLE BUTTE CATCH THE WAVE EVENT: Melissa spoke to the Office of Special Education and its study which includes "Indicator 14" – which surveys students with disabilities one year out of high school (employed, living independently or in post-secondary education). The data reflected the low percentage of students with disabilities from reservations attending post-secondary. Melissa approached Lyle about hosting a Catch the Wave event in the Eagle Butte area. Catch the Wave is a one day event for students with disabilities in high school who are considering post-secondary education. Attendees learn about preparing for college life and hear from a variety of presenters: disability services coordinators, Parent Connection, Job Corps, VR, Transition Services, and college students. Attendees will hear about college life, requesting accommodations, other available services (tutoring). Lyle reported that there are 61 participants signed up to attend from Eagle Butte, Timber Lake and other schools. Kati Seymour has agreed to attend to help facilitate conversation, as well as two other students who will assist with activities.

The meeting was recessed at this time for the evening.

8:30 AM, Friday, September 13th, 2013. The meeting was reconvened.

WELCOME AND INTRODUCTIONS: The Chairperson called the meeting to order and asked everyone to introduce themselves and include something they are looking forward to.

FINAL REVIEW OF BOARD'S DRAFT APPLICATIONS FOR FUNDING – INDIVIDUAL AND ORGANIZATION APPLICATION REQUESTS FOR FUNDING. It was explained that these applications were reworked after a request was made to do so. Leo, Nikki, Elaine, Bernie and Colette worked on re-drafting the applications, and drafts were shared with the Board for further input. Elaine also noted that she agreed at the March meeting to touch base with Secretary Gill about the work of the Board on these items. Members went through individual application first and some edits were provided for consistency purposes. **MOTION TO ACCEPT THE INDIVIDUAL APPLICATION TO REQUEST TRAINING FUNDS WITH THE DISCUSSED CHANGES, MSC.** The Organizational Application for Funding was discussed. Members who worked on them noted the changes and timeframes built into the document, which will coincide with the meetings of the quarterly meetings of the board. **MOTION TO APPROVE THE ORGANIZATIONAL APPLICATION**

FOR FUNDING WITH THE NOTED CHANGES, MSC. Elaine noted that she will follow-up with Secretary Gill and bring Eric up to date on this item.

STATEWIDE INDEPENDENT LIVING COUNCIL (SILC) UPDATE: Bernie provided this report and extended an invitation to Lyle and Matt to add to his report since they also serve on the SILC. Bernie explained that the SILC falls under the Rehabilitation Act, as does the board. The Council focuses on independent living services in the state and the working relationship with the three centers: Independent Living Choices, Western Resources for Independent Living and Native American Advocacy Program. The SILC met on July 30th in Ft. Pierre and some of the agenda items included: presentation on assistive technology by DakotaLink, Submission of the State Plan for Independent Living, identification and development of new work groups, Executive Secretary report, Division reports, Centers for Independent Living reports, and the Consumer Satisfaction Survey. The next meeting of the SILC is October 24th in Ft. Pierre. Members were encouraged to think about what kind of information they would like to learn more about and this information can be gathered and shared under these reports i.e., SILC, State Workforce Development Council. Lyle shared that the SILC committed funds to support the Eagle Butte Catch the Wave event in addition to the Board of Service to the Blind and Visually Impaired and expressed his appreciation of this support.

STATE WORKFORCE DEVELOPMENT COUNCIL UPDATE: Eric provided this update explaining that the Council falls under the Workforce Investment Act, an employment and training program administered by the Department of Labor and Regulation (education and job training for youth and adults). The Workforce Council oversees the implementation of the programming of DOLR. Council meetings are open to the public and members who serve represent state agencies, businesses, and the private sector. Information regarding the Council is available on the website i.e., members, meeting minutes. The last meeting was held August 26th and items on the agenda included: Governor's Employment Works Task Force, National Career Readiness Certificate, and Disability Employment Initiative. Eric spoke of a presentation made during the Board of Service to the Blind and Visually Impaired meeting on the Disability Employment Initiative, and they spoke highly of the effective partnerships/interactions of DRS, SBVI and DOLR staff at the local level. It was noted that in some offices there is also equipment sharing, staff assistance provided in the one-person offices by making appointments/referrals, at some locations they are having joint staff meetings. It was noted that a Memorandum

of Understanding has been in place with DRS, SBVI and DOLR which speaks to technical assistance, referrals, sharing of job listings.

Miscellaneous: Comments were raised at this point about the Workforce Investment Act and Reauthorization, talk of looming changes i.e., downgrading the Commissioner of the Rehabilitation Services Administration, and moving Rehabilitation Services from the Department of Education to the Department of Labor. Reauthorization has been attempted many years, but has not been successful yet. There is a House bill and a Senate Bill, each proposing different things, if both pass, the House and Senate will have to reconcile. Senator Harkin, Iowa, will be retiring and he wanted to have this done before he leaves. A question was asked of Eric about pending changes in the Department, and he responded that he wasn't aware of any pending changes. Melissa noted monies have been awarded to a number of schools to pilot the National Career Readiness Certification program in working with high school students. Matt replied that he has seen an increase in applicants with the certification noted on their resumes.

PROPOSED SLATE OF OFFICERS: Elaine introduced this item and noted the current officers and their positions. She encouraged members to think about serving on the Executive Committee, noting a little extra work, but with the staff support provided from the Division and the Coalition, it made her job easy. She spoke about having another person serve on the Executive Committee to gain knowledge and experience, if the proposed slate is selected, explaining that both she and Craig will term off the board next summer.

She handed the gavel over to Eric and he outlined the proposed slate of officers: Elaine Roberts/Chairperson; Craig Eschenbaum/Vice Chairperson, and Brett Glirbas/Member-At-Large. Eric entertained a motion. **MOTION TO RE-ELECT ELAINE ROBERTS AS CHAIRPERSON, MS.** In talking about this position, staff was asked to read aloud the duties for the Chairperson from the bylaws, and Elaine added by explaining some of the activities that she has participated in (i.e., quarterly conference calls, reading information, attending functions). Eric asked for other nominees for the Chairperson's position three times, none being offered. **MOTION CARRIED.**

MOTION TO RE-ELECT CRAIG ESCHENBAUM AS VICE CHAIRPERSON, SECONDED. Craig talked about some of the items he has done in this role,

and well as staff reading the duties of the position. A call was made for other nominees three times, and no names were offered. **MOTION CARRIED.**

MOTION TO RE-ELECT BRETT GLIRBAS AS MEMBER-AT-LARGE, SECONDED. Staff read from the bylaws the duties of the Member-At-Large and Brett talked about his role on the Executive Committee. A call was made for other nominees for the Member-At-Large position three times, and none were offered. **MOTION CARRIED.**

The gavel was passed back to Elaine. Elaine noted that the Board may elect additional officers as deemed necessary and again encouraged members to consider these roles. **A MOTION TO NOMINATE PATTY KUGLITSCH TO SERVE ON THE EXECUTIVE COMMITTEE AS AN ADDITIONAL OFFICER.** Discussion followed about another person serving, **AND MOTION TO NOMINATE DARLA MCGUIRE TO SERVE AS AN ADDITIONAL MEMBER.** Nominations ceased. The Chairperson clarified that a vote was needed on the **MOTION TO ELECT PATTY AND DARLA TO SERVE ON THE EXECUTIVE COMMITTEE, MSC.** Elaine thanked everyone for this discussion noting it is vital for future growth of the board.

INTRODUCTION OF BOARD'S COMMITTEES: Consumer Services Committee: The primary areas that the committee works on were discussed (i.e., consumer satisfaction survey, statewide needs assessment, State Plan attachments, and any changes in policy/procedures). Bernie provided additional examples of items the committee reviewed and provided input: VR application packet, VR brochures and an employer brochure. It was noted that the majority of the committee's work is done either through conference call or the Dakota Digital Network (DDN). Public Awareness Committee: this committee is primarily involved with employer forums, and the Governor's Awards Ceremony. Members were encouraged to think about the committees and which one they would be interested in serving on.

TIME FOR BRAINSTORMING: Elaine reported that several meetings ago, Secretary Laurie Gill met with the board. She encouraged the board to use time on agendas to brainstorm, and since then it's been added as a standing agenda item. Members were praised for their exchange during this meeting, especially new members. Members were encouraged to pay attention to the two bills in Congress related to Reauthorization. It was noted that the Board is involved with the Disability Advocacy Network, which is a group of SD organizations

committed to advocating for public policy that benefits South Dakotans with disabilities and their families. It was suggested to have an update of the DAN at the December meeting.

OTHER BUSINESS: There was none.

CLOSING ACTIONS: Future Agenda Items: Scheduling Next Meeting: The Executive Committee discussed the possibility of meeting with the Board of Service to the Blind and Impaired in December. The timeframes could be worked out where the two boards could meet jointly and then separate into each respective meeting. Possible agenda items could include: Governor's Employment Task Force, Special Education's Indicator 14; SILC, State Workforce Development Council, Disability Employment Initiative, National Career Readiness Certificate, and the Comprehensive Statewide Needs Assessment. Staff will forward this information to Gaye Mattke prior to their September 27th meeting for their consideration.

MOTION TO ADJOURN, M-S-C. MEETING ADJOURNED AT 11:00 AM.

The Chairperson thanked everyone for their involvement, being here and the discussion.